

Ashland Federal Correctional Institution

The Federal Correctional Institution of Ashland, Kentucky, is located five miles southwest of Ashland in Summit, Kentucky. The institution houses approximately 1200 men in functional units that range from a dormitory type building to the regular cellblock type. Inmates are assigned to their units according to existing policy.

Ashland is a low security institution designed for adult males with sentence limitations. It also serves as the phasing down process of inmates who are nearing the end of their sentence in one of the regional penitentiaries. The primary service is Kentucky, Tennessee, West Virginia, Western Pennsylvania (Pittsburgh area), Southern Ohio, and Southern Indiana.

The mission of the Federal Correctional Institution, Ashland, Kentucky is to provide self-improvement opportunities to inmates through different programs within the institution and follow-up services through community programs.

INTRODUCTION

The purpose of this booklet is to give you some general information about the Federal Correctional Institution, Ashland, Kentucky. It contains material to help you in making your adjustment to this institution.

There are some rules and regulations which you will need to know. These rules and regulations are for your benefit as well as for the benefit of others. You are reminded that this handbook is not a specific guide to the detailed policies of the BOP. Your cooperation is needed in order to make a smooth adjustment for the benefit of all.

There are many different programs in which you may enroll as well as many different work details to which you may be assigned. Each program and work detail offers a learning experience that will help you to use your time to better yourself.

As you read this booklet, you may find it helpful in answering some of your questions.

ORIENTATION

You will go through an Admission and Orientation Program that will generally last one week. During this time, you will receive a medical examination, psychological and educational testing, and lectures from various department staff members. You will also have the opportunity to speak to staff members.

Since most of your Admissions and Orientation will be provided by the A&O Unit Staff, you should ask them to answer your questions about any of the programs or facilities at Ashland.

The A&O Program is set up to let you learn something about the institution and to let the institution learn something about you. You will be provided with a schedule of your A&O activities. If you are in doubt about the schedule, contact any of your Unit Staff.

THE UNIT TEAM

Your Unit Team consists of the following people: a Unit Manager, Case Manager, Counselor(s), Secretary, Education Representative, Psychologist, and Correctional Officer. Should you have any questions, feel free to ask any of them. If they are unable to answer your questions, they will either find out the information for you or direct you to the appropriate source.

Your Unit Team will assist you in programming at this institution, preparing your case for the parole board (for those not sentenced under the Comprehensive Crime Control Act), and also in developing release plans. Your needs will be discussed at your Initial Classification and subsequent Program Reviews.

RECORDS OFFICE

At FCI, Ashland, inmates are committed under several basic sentence structures: Regular Adult (old law), Sentencing Reform Act (SRA), Prison Litigation Reform Act (PLRA), Violent Crime Control and Law Enforcement Act (VCCLEA) and the Comprehensive Crime Control Act (CCCA). For inmates designated to Ashland after 04-26-06, the Designations and Sentence Computation Center (DSCC) in Grand Prairie, Texas, has responsibility for the computation of your sentence. When you receive a copy of your sentence computation from your Unit Team, please review the computation. If you have a question regarding your computation, i.e., the date your sentence began or any jail credit issues, you may report to the Records Office during Open House hours, Wednesday or Friday from 10:30 a.m. to 11:30 a.m., excluding federal holidays.

DETAINERS

When a detainer is placed against you, you will be notified.

If you need information about any detainers, speak to a member of your Unit Team.

PAROLE

In most cases you will not be eligible for parole. However, if you are eligible, your Case Manager will discuss the parole board guidelines with you at your Initial interview.

TRANSFERS

Transfers to other institutions may be authorized for various reasons. If you believe that you have a reason for transfer, you should present the matter to your Unit Team.

FURLOUGHS AND ESCORTED TRIPS

The possibility of participating in a furlough, provided you are eligible, is a matter you should discuss with your Unit Team. If you are not eligible for a furlough, and an emergency develops in your immediate family (serious illness or death), you may be considered for participation in an escorted trip.

WORK ASSIGNMENTS

You will be assigned to a work assignment based upon your skills and on the needs of the institution. Permanent work assignments are made by your assigned Unit Team.

Many of the work assignments offer excellent opportunities for learning useful skills and special trades such as Plumbing, Painting, Masonry, and Electrical work. The Food Service Department offers training in Cooking, Baking, and other related Food Service jobs. If you have a skill and wish to continue it, you are encouraged to do so. However, if you are unskilled, there are many jobs which offer good opportunities to learn.

You may later desire to change work assignments. You are expected to work on a job for 90 days before a new job is assigned. To effect a job change, you must initiate an Inmate Request to Staff Member (cop-out) with the comments of your present Work Supervisor and the Supervisor for whom you wish to work. Your request will then be given serious consideration by your Unit Classification Team.

GOOD CONDUCT TIME

If you were sentenced under the Comprehensive Crime Control Act (CCCA), all sentences imposed after November 1, 1987, the maximum amount of time you may earn is 54 days of Good Conduct Time for each year served. You do not earn any other type of good time. All sentences imposed under the CCCA are non-parolable.

MERITORIOUS GOOD TIME

If you were sentenced under old law guidelines for an offense that occurred prior to November 1, 1987, you may be eligible for Meritorious Good Time. This is an amount awarded monthly based on good attitude, proper conduct, and exemplary work performance.

You may not earn Industry Good Time (IGT) and MGT simultaneously. You are eligible to earn MGT after one month on your work assignment. When you receive your initial MGT award, the grant can be made retroactive up to 90 days provided you have not changed work assignments. Special meritorious award or award of MGT may not be awarded if all eligible MGT days have been granted.

Meritorious Good Time is awarded as follows:

- Three (3) days per month for the first twelve (12) months;
- Five (5) days per month thereafter.

SPECIAL MERITORIOUS AWARDS

Special awards for outstanding performance are given for actions or duties beyond the limits of what you would be expected to do on your job assignment. They may also be granted for suggestions which result in savings or increased efficiency. These awards are quite difficult to receive and can be a one-time monetary grant, a grant of extra good days (if eligible), or a combination of both.

PERFORMANCE PAY

Ashland offers each inmate the opportunity to earn money while performing regular assigned duties. This is known as Performance Pay. The pay scale is determined by the difficulty and value of the work assignment.

All work details are assigned grade ratings with grade one (1) being highly skilled work and grade four (4) being unskilled work. Additionally, some positions are entry level and receive maintenance pay. Check with your Unit Staff for current pay scales.

SUBSTANCE ABUSE PROGRAM

FCI Ashland offers a Drug Abuse Education Course and the Non-Residential Drug Abuse Program (NRDAP). Some inmates may be required to complete the Drug Abuse Education Course. The Drug Abuse Education Course is not drug treatment. If you are required to complete the course, your name will automatically be placed on the waiting list. The Non-Residential Drug Abuse Program, a treatment program designed to engage motivated inmates in addressing their drug abuse problem, is available on a voluntary basis. Inmates interested in the NRDAP should submit a "Cop-Out" to the Drug Treatment Specialist or the Drug Abuse Program Coordinator.

Additional groups, such as Breaking Barriers, Criminal Thinking, Twelve-Step Study Group, and Alcoholics Anonymous and Narcotics Anonymous (English & Spanish), are also available to inmates. For more details about services offered, please refer to the Psychology Services handout received during Admission and Orientation, or speak to a staff member.

RESIDENTIAL REENTRY CENTERS

It is the Federal Prison System's policy to place most inmates in a Residential Reentry Center (Halfway House) to assist them in release planning. When approximately 17-19 months from release, you should discuss this possibility with your Unit Team. The Second Chance Act of 2007 requires the BOP, *to the extent practicable*, to ensure that inmates are afforded a *reasonable* opportunity to prepare for re-entry into the community and prescribes a maximum allowable amount of time for pre-release placement in an RRC to *12 months*.

VISITING

Visits are permitted Thursday thru Monday and all Federal Holidays from 8:00 a.m. to 3:15 p.m. Each inmate receives 10 points per month. Weekday visits count as one point (1) and weekend and holiday visits count for three (3) points. Normally, the total number of visitors (including children) will not exceed six, with no more than four adults permitted. If you are called for a visit during the weekday, you must first report to your Unit Officer. You must have your Commissary Card with you when visiting. Immediate members of an inmate's family are usually routinely approved as visitors. The immediate family is considered to be: Mother, Father, Step-Parents, Foster Parents, Brothers, Sisters, Wife, and Children. **(Each inmate must get Unit Team approval for all visitors)**. Any person wanting to visit must be approved in advance. All persons under the age of 18 must have a completed Visiting Form (BP-s629.052) signed by their Legal Guardian

Visiting may be curtailed or terminated due to emergencies, violation of visiting regulations, or when the visiting area becomes overcrowded. Should it be necessary to terminate a visit because of overcrowding, the Visiting Room Officer is to notify the Shift Lieutenant. Recommendations for termination shall be made to the Lieutenant based on fair and equitable consideration of the following factors: those who have traveled the farthest distance; those who have visited most frequently; and those who have visited for the longest period of time. If feasible, the Visiting Room Officer may also ask for volunteers prior to selective termination of visits. In the event of a problem with terminating a visit, the Institution Duty Officer will be contacted. Order of termination:

- 1) Ask for volunteers.
- 2) Those who have visited most frequently.
- 3) Those who have visited the longest period of time.
- 4) Those who have traveled the farthest distance.

A complete listing of the Visiting Rules and Regulations can be found on page 35.

TELEPHONE CALLS

A telephone for long distance, collect, or direct calls is located in your living unit. You are encouraged to maintain contact with family and friends. The phone is available from early morning wake-up until lights out in the evening, seven days a week. All telephones in this institution are subject to **monitoring**. You may receive assistance from your Unit Team for attorney and/or emergency calls. You are prohibited from making third party or 800/900 calls.

TRUST FUND LIMITED INMATE COMMUNICATIONS SYSTEM (TRULINCS)

The Bureau of Prisons (Bureau) Trust Fund Limited Inmate Communications Systems (TRULINCS) provides communication capabilities and other services beneficial to inmates. This program is intended to improve the ability of inmates to efficiently and economically maintain contact with persons in the community. The TRULINCS program provides an inmate with electronic communication system which does not jeopardize the safety, security, or orderly operation of the correctional facility, or the protection of the public. The service related features are designed to give inmates improved access to account information, sending funds, establishment and update of

personal contacts, mailing labels, and print services. Inmates participating in this program do not have access to the Internet.

User Service Fees. Inmates will be charged \$.05 per minute in Program fees for using TRULINCS Public Messaging services. There will be no charge to check for new messages received since their previous session. Inmates will be required to purchase minutes of session time using TRULINCS. Inmates must purchase time in the following minute increments: 40, 100, 200, 300, and 600. The TRULINCS pilot program will not be available to inmates without funds to purchase the minimum increment of minutes.

Printing Fees. Inmates may elect to print their messages using the specially designated print stations. Inmates will be charged three minutes (\$.15) per each printed page. Multiple page messages will be printed front and back (duplexed) and count as two pages per sheet of paper. Example: A two page message will be printed front and back on one sheet of paper and cost six minutes (\$.30).

Free Services. Service fees will not apply to view personal account transactions, preparing and printing Form BP-199 for withdrawal of inmate personal funds, looking at or updating a contact list, printing mailing address labels, referencing Law Library material via the Electronic Law Library (ELL), or staff messaging.

Hours of Operation: Ordinarily, the hours of operation will be 6:00a.m. through 11:30p.m. daily. This includes weekends and holidays. TRULINCS use shall not be permitted during scheduled working hours.

GENERAL MAIL

If you choose to receive all general mail addressed to you, then the staff at this institution has the authority to **open** and inspect any of this mail before it is delivered.

If you do not wish to have general mail opened and inspected, the institution will return the mail to the Post Office.

It is your responsibility to choose whether you do or do not want general mail delivered to you. A special form is used for you to indicate your choice.

SPECIAL MAIL

Outgoing Special Mail includes mail to the President or Vice President of the United States, members of the United States Congress, Embassies and Consulates, the United States Department of Justice (including the Bureau of Prisons), the Federal Law Enforcement Officers, State Attorney General, Prosecuting Attorneys, Governors, United States Courts, State Courts and representatives of the news media.

Incoming Special Mail from the President, Vice President, members of the U.S. Congress, Senate, and Chambers of the Judge require no special mail markings. However, Special Mail received from a private attorney must meet two criteria: first, the sender must be identified as an attorney and secondly, the mail must be marked on the outside by the person who mailed it to you with a notice

"SPECIAL MAIL - OPEN ONLY IN THE PRESENCE OF INMATE". Special mail received from embassies and consulates, U.S. Department of Justice, Federal law enforcement officers, State Attorneys General, Prosecuting Attorneys, Governors, U.S. and State Courts must have the "Special Mail" logo highlighted above. Special mail will be opened in your presence by a staff member, normally the Mail Room Officer, and inspected for contraband.

POSTAGE

You may purchase postage stamps in the Commissary. You are not permitted to have in your possession more than 60 postage stamps. An inmate with no funds may obtain additional stamps from his Unit Team for legal purposes only.

INCOMING PUBLICATIONS

You may purchase newspapers or magazines from outside sources or other persons may order subscriptions for you. All publications will be inspected and reviewed before delivery to you. Magazines and paperback books may be sent to the institution from any source. Hard backed books and newspapers must be mailed directly from a publisher, book club, book store, or dot.com company like BarnesandNoble.com.

WRITING MANUSCRIPTS

You are permitted to prepare manuscripts for private use or publication without institutional approval. The regulations concerning correspondence also apply to writing and mailing of manuscripts. You should check the current Program Statement on Inmate Manuscripts, which is available in the Law Library.

CORRECTIONAL SERVICES

Correctional Services is responsible for the security of the institution. This department conducts counts and controls movement throughout the institution. Correctional Services Staff consists of the Chief Correctional Supervisor, a group of Correctional Supervisors, and the Correctional Officer Staff. The Correctional Staff will assist you with any questions concerning regulations and procedures in this institution.

OFFICIAL COUNTS

Official counts are made during the day, evening, and morning hours. The 4:00p.m. and 9:00p.m. Count requires all inmates to be **STANDING** by their beds and remain **STANDING** until the unit count has been cleared. There is also a 10:00a.m. standing count on all weekends and holidays.

PASS SYSTEM

The standard pass system will not be in effect at FCI Ashland.

SCHEDULED MOVEMENT

During the day hours, scheduled movement will be utilized. Scheduled movement for regular work days will be at 7:30a.m. (Work Call), 9:00 a.m.; 10:00 a.m.; 12:00 p.m. (approximate), 1:00 p.m.; 2:00 p.m., 3:00 p.m. and 3:45 p.m. (Recall). The actual movement will be from five minutes before the scheduled movement time until five minutes after the scheduled movement time. The Control Center will announce the beginning and ending of movements. After periods of free movement, inmates will not be allowed to move from one point to another without authorization of the Control Center Officer, Special Pass or staff escort. Institution activities will coordinate with movements.

CONTRABAND

Anything that has not been issued or authorized by staff or sold through the Commissary is considered to be contraband.

BARBER SHOP

Haircuts are given on an appointment basis five days a week. An inmate must sign-up for an appointment between the hours of 6:00 a.m. and 7:30 a.m. Monday through Friday in the Clothing Room. The day you sign the list is for the next workday.

EXAMPLE: You sign the list on Friday morning, you are signing for Monday.

Each housing unit is scheduled to utilize the Barber Shop twice each month. A schedule will be posted in each unit.

The Clothing Room Officer will insure that your name will appear on the Call-Out Sheet for your appointment.

SEARCHES

Inmates are subject to a pat-search or strip-search at any time. Living areas will be randomly searched as a routine practice.

RADIO

You are permitted to buy a battery operated radio with head phones through the Commissary. Your radio will be listed on your personal property form and you are expected to take it with you when you are released. Also when playing your radio in your living quarters, you must use head phones.

You are not permitted to allow another inmate to have possession of your radio or any other personal property.

CLOTHING ROOM

You will receive your clothes from the Clothing Room along with safety shoes, which are required on most work details.

TAILOR SHOP

The Tailor Shop does minor tailoring, altering and mending to institution issued clothing only. No tailoring will be performed on personal clothing articles.

COMMISSARY

We have a Commissary that sells a variety of items which you may purchase.

Shopping hours, along with prices and monthly quotas, are listed in your Unit.

Each living unit has a representative on the Institution Commissary Committee to whom you may make suggestions.

If you have questions concerning your Commissary Account, do not disturb the Commissary Officer during the sales operation unless it actually pertains to your purchase at that time.

Commissary staff will be available at Food Service Main Line to answer any questions you may have.

YOU & YOUR MONEY

Inmates can spend a monthly allowance (amount given during A&O Lecture) which does not include stamps, (stamps are sold in the commissary) and medication/health items (see commissary list concerning these items).

WITHDRAWING MONEY

You may occasionally have a reason to arrange for payment of money from your Commissary account. This may be to your dependents, to purchase educational materials, or for some other reason. To withdraw money from your account, you must complete the appropriate TRULINCS transaction.

When you withdraw money from your account, it is sent via a United States Government Check to the person designated by you, from the Treasurer of the United States. It usually takes three (3) to four (4) weeks from the time your request is approved until the check arrives at its destination. If you live in a foreign country, it may take considerably longer for the check to arrive.

FOOD SERVICE

Our meals at FCI Ashland are well planned and of good quality. If you have a suggestion or would like to work in the Food Service Department, please speak to one of the staff members.

Special foods associated with religious beliefs should be confirmed and coordinated by one of the full-time Chaplains.

EXECUTIVE STAFF

The Warden at the Federal Correctional Institution, Ashland, Kentucky, is responsible for the total operation of the institution. The Warden is assisted in this responsibility by an Associate Warden, an Executive Assistant and a Superintendent of Industries.

The Associate Warden has direct supervision over the following:

- a) Unit Management
- b) Correctional Services
- c) Psychology Services
- d) Correctional Systems Management
- e) Computer Services
- f) Financial Management
- g) Mechanical Services
- h) Food Service
- i) Employee Services
- j) Health Services
- k) Safety

The Superintendent of Industries supervises:

- a) Industries
- b) Education

All executive staff at the Federal Correctional Institution, Ashland, Kentucky take an active role in the overall functioning of the institution.

PSYCHOLOGY SERVICES

The Psychology Services Department provides a variety of services. You are encouraged to use these services as you need them. Some of these include evaluations, crisis intervention, psycho educational groups, individual therapy, and chronic care clinics for inmates with mental illness.

Evaluations are done on each person as he enters the Federal Prison System for the first time. They are also performed frequently for RRC placement, Supervised Release recommendations, and at the request of the Unit Team, Education, or Medical. Sometimes an emergency arises and causes personal difficulties. Psychology Services can provide assistance at these times. Inmates considering suicide should report this to the nearest staff member, who will inform Psychology staff of your situation.

The Psychology A&O handout lists available programs and provides more detailed information. You are encouraged to read it to familiarize yourself with what we have to offer, and to become informed about limits of confidentiality. If you have questions about this, please discuss them with your treatment provider.

Psychologists work with the Unit Team and are readily available for crisis intervention. The preferred method to request psychological services is to complete an Inmate Request to Staff Member (Cop-Out). After reviewing your copout, Psychology staff will place you on the call-out sheet for an appointment.

SAFETY & SANITATION

The Inmate Accident Compensation Procedures provide coverage for "on-the-job" injuries incurred by any inmate involved in the maintenance or operation of the institution or in Federal Prison Industries. **An inmate that is injured must immediately report this injury to his supervisor and make sure the medical Department knows it is a work related injury. If you are off work for more than (3) days contact the Safety Manager.**

This institution has high sanitation standards and you have a responsibility to keep yourself and your Area as clean as possible. The disinfectant that is provided must be sprayed on a non-porous surface for ten (10) minutes before wiping it off. Know how to get out of the Housing Units in an emergency. As soon as you are assigned your unit, look for the emergency exits. Evacuation Plans are posted in every area. When you are assigned a job your supervisor will give you Initial Job Orientation and Hazard Communications Training for the specific tasks you are to perform while working. Wear all personal protective equipment that is required, to protect you against physical harm.

FINANCIAL RESPONSIBILITY PROGRAM

Many sentences have a financial obligation placed on the inmate. The responsibility to pay on this obligation (Felony Assessment, Committed/Non-Committed Fine, Restitution, or any other Federal/State Court Order obligation) begins at the time of incarceration. Failure to participate in the Program will have an adverse effect in relation to custody, transfer, CCC, RDAP, and parole. Meet with your Unit Team to set up a plan to meet this obligation.

HEALTH CARE

POLICY:

To effectively deliver medically necessary health care to inmates.

CLINIC HOURS and APPOINTMENT PROCEDURES:

Routine and Urgent medical care (commonly known as "SICK CALL") is provided routinely and as clinically necessary based upon the Primary Care Provider Team Model. All inmate care will be assigned to a Mid-Level Provider (Physician Assistant), based upon their inmate registration number. Routine ambulatory clinic patient appointments are scheduled Monday through Friday, excluding Holidays.

The procedure to obtain an appointment is to request a "Sick Call Request Form" from the Unit Officer. The inmate must complete this form and bring it to the Health Services Unit before 7:00 a.m. Monday - Friday and deposited in the box located on the mail corridor wall, just outside of the Satellite Pharmacy window. All Request forms will be reviewed and appointments will be prioritized based upon the clinical need for care and the Health Services' Triage Guidelines.

If routine Clinic hours are disrupted due to an unforeseen event, medical complaints will be addressed via telephone.

As with any unusual or unforeseen medical problem that occurs, inmates will need to report their medical complaints to Unit Staff or their Work or Detail Supervisors who will in turn notify Health Services staff for a determination of care needed.

All clinical complaints will be addressed and evaluated. However, if the complaint is not categorized as an emergency by the clinical provider or require immediate intervention, the inmate will be instructed to obtain an appointment for routine care by submitting a Sick Call Request Form.

If an inmate is evaluated and identified as needing specialty care, which falls within the Bureau of Prisons policy of providing medically mandatory or medically necessary care, this request will be reviewed by a Utilization Review Committee and make a recommendation to the Clinical Director. Her decision will be based upon the clinical need for such specialty evaluation based upon the requirements of policy.

INMATE CO-PAY:

The inmate co-pay fee has been established at \$2.00 per visit. A co-pay fee is charged when an inmate initiates a health care visit, is found responsible for the injury of another inmate, when a medical evaluation is requested by non-clinical staff if the condition is not an emergency or any other non-emergent visit as outlined in P. S. 6031.02. Inmates will not be denied health care services due to indigent status.

CLINIC APPOINTMENTS AND CALL OUTS:

Call-outs posted in the Units must be checked on a daily basis. It is the inmate's responsibility to report to all scheduled appointments or call out in the Health Services Unit. Additionally, all inmates are expected to be on time and to bring all medications with them to all appointments.

All call outs (scheduled appointments through the SENTRY computer system) are posted in the Units and should be checked on a daily basis. Call outs are scheduled to coincide with the controlled movements. Appointments will be scheduled on the hour. A missed call out or appointment may be reason for disciplinary action. If an inmate arrives late for an appointment it

will be at the Provider's discretion whether or not the inmate can still be seen at the appointed time.

EYEGASSES AND CONTACT LENSES:

In order to be evaluated for eyeglasses, all inmates must report to sick call for an evaluation by the MLP. If the visual problem meets the criteria for referral to the Eye Care Specialist, you will be scheduled.

Contact lenses are permissible for use instead of glasses only when ordered by an Ophthalmologist and approved by the Health Services staff and it is determined that your medical condition is best treated with contact lenses.

X-RAY/LABORATORY RESULTS:

To receive results from routine diagnostic tests, you need to send a cop-out to the provider who ordered the test.

If an inmate is scheduled for a Lab Call-out at 6:30a.m., present to Health Services **before** eating breakfast. The staff will make arrangements with the Food Service staff to ensure that breakfast will be available when the laboratory test collection is completed.

INTAKE SCREENING:

Upon arrival at FCI Ashland, you will be interviewed by a member of the Health Services staff. It is absolutely necessary to cooperate with them in supplying all requested medical data. If medications are taken daily or routinely, these will be continued until evaluated by a clinical provider.

All inmates will be given a medical screening upon their arrival, to include a TB Screening Examination. If a TB skin test is administered, the test site will need to be checked in two days. Failure to return for this Call-out in two days will mean a repeat of the test.

If any portion of the medical screening for communicable diseases is refused, the inmate may be subject to disciplinary action.

Those individuals, who require long-term chronic care which cannot be provided at this facility, will be referred to one of the Federal Medical Centers.

PHYSICAL EXAMINATIONS:

A physical examination will be completed within 14 days of your arrival, if indicated. If an inmate transfers from another institution and a current physical examination is in the medical record, this will not be repeated. A medical duty status will be assigned and work clearance obtained at the time of the physical examination or medical record review.

Inmates can request an updated age-specific physical examination by sending a cop-out to the Health Services Unit and the inmate will be scheduled according to the Preventive Health Guidelines.

MEDICAL DUTY STATUS DETERMINATIONS:

Most Medical Duty Statuses are deleted upon arrival from another institution. All Medical Duty Statuses (Bottom Bunk, Special Medical Footwear, Athletic Restrictions, etc.) are assigned according to specific criteria set by the Clinical Director at FCI Ashland based upon BOP policy. All inmates will be evaluated based on these criteria. Work assignments are made by over-the-counter medications is clinically indicated, the inmate will be expected to purchase them in the Commissary.

PILL LINES:

If restricted medications (those which cannot be taken back to your unit) or insulin injections are ordered, the Pharmacist will advise of the times and method of receiving these medications. The routine Pill Line times are posted outside of the Health Services Unit and above the satellite pharmacy window. Before any medication can be administered or dispensed, the inmate must provide a photo ID (Commissary card) for identification purpose and recite his name and register number.

GLUCOMETER:

A glucometer will be provided for personal use or one will be available for blood sugar checks at the Morning and Evening Insulin Line for Insulin-dependent Diabetics.

DENTAL SERVICES:

Dental sick call sign-up is conducted in the same manner and time as the Medical sick call.

All inmates arriving at the institution will receive a routine dental screening within 30 days of arrival. In order to receive routine dental care or cleaning, you must submit a cop-out to the Dental Clinic for each and you will be placed on the Waiting List.

If a "dental emergency" should develop, the inmate must inform his detail supervisor or unit officer and arrangements will be made for an evaluation.

INFECTIOUS DISEASES:

Remember, YOU are the single most important factor in protecting yourself from infection and hand washing is the single best way of preventing the spread of infections.

HIV: There is an increased personal risk factor to contract this virus by behaviors which includes: IV drug use, tattooing, and homosexual behavior. You are discouraged from engaging in such activities which transfer blood and body fluids. All inmates who have engaged in any of these high risk behaviors are encouraged to have an HIV test performed. This can be requested and risk factors discussed during your physical examination or on routine sick call.

HEPATITIS: The Hepatitis Virus is contracted in the same manner as HIV. Testing is not mandatory, but diagnosis is determined by a blood test. Testing is done when clinically indicated.

TUBERCULOSIS: The Tuberculosis bacteria is transferred through the respiratory tract following prolonged exposure. All inmates are required to be screened, usually by a skin test, at least annually and according to the Bureau of Prisons policy. Since this is a matter of public health, you are subject to disciplinary action, if refused. This disease is treated by antibiotic therapy. If you were to have a positive screening test, you will be evaluated and possibly offered a prophylactic treatment regimen of Isoniazid (INH) and Vitamin B 6. This program will be explained to you by the Clinical Providers and the Pharmacist.

METHICILLIN RESISTANT STAPH AUREUS (MRSA): The term Methicillin Resistant Staph Aureus refers to those strains of staph aureus bacteria that have acquired resistance to certain antibiotics. MRSA is spread through direct physical contact, not through the air. Healthy people have very little risk of becoming infected with MRSA. If you should have open sores or ulcers that do not heal, you should make sick-call to be tested. Although it is resistant to some antibiotics there are several treatments available.

SYPHILIS: The syphilis bacteria is transmitted by sexual contact and is screened for on admission by a blood test for those with at risk behavior. It is treated by antibiotic therapy.

MEDICAL RECORDS REVIEW/ OR COPIES:

Any inmate wishing to review or have copies made of his medical record should submit a cop-out to the Health Services Medical Records Department. The inmate will be advised if there is any other action that must be taken prior to copies being made.

No information containing the HIV status of the inmate or information containing another inmate's name will be released. These documents can be obtained after the inmate is released from custody by written request from the Freedom of Information Act (FOIA) Office. This address is available from the Unit Team.

REQUESTS TO SEE THE PHYSICIAN:

Any inmate wanting to see the physician must send a cop-out stating the specific reason for their request. The physician will make the determination as to whether he will be scheduled and when.

ADMINISTRATIVE REMEDIES:

This is a formal process by which an inmate can seek a solution to their problems or complaints. However, this is enacted after all other attempts to communicate an inmate's concerns with the affected staff have been exhausted. Communication with the medical staff is vital to understanding the treatment plan for injuries or disease processes. As has been related by the Health Services Administrator (or her designee) during the initial orientation lecture, this department provides health care on a NEED versus a WANT basis. All necessary clinical care will be provided.

ADVANCED DIRECTIVES AND LIVING WILLS:

This is legal document prepared by an individual in order for sensitive medical decisions about having extraordinary means of care and life support withheld or withdrawn in cases of a terminal condition or irreversible illness put into place prior to any such occurrence. Refer to the Institution Supplement for specific Kentucky Law and a sample document. However, as long as an inmate is housed in a general population institution, such as FCI Ashland, all means to sustain life will be used. Such a document will only become effective when an inmate enters the community hospital or a Federal Medical Referral Center.

While in the custody of the Federal Bureau of Prisons you have the right to receive health care in a manner that recognizes your basic human rights, and you also accept the responsibility to respect the basic human rights of your health care providers.

RIGHTS	RESPONSIBILITIES
<p>1. You have the right to health care services, based on the local procedures at FCI Ashland. Health services include medical sick call, dental sick call and all support services. If Inmate co-pay system exists in your institution, Health Services cannot be denied due to lack (verified) of personal funds to pay for your care.</p>	<p>1. You have the responsibility to comply with the health care policies at FCI Ashland. You have the responsibility to follow recommended treatment plans that are established for you by health care staff. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.</p>
<p>2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.</p>	<p>2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.</p>
<p>3. You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden and the Warden.</p>	<p>3. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, main line, or the accepted Inmate Grievance Procedures.</p>
<p>4. You have the right to provide the Bureau of Prisons with Advance Directives or a Living Will that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.</p>	<p>4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.</p>
<p>5. You have the right to be provided with information regarding your diagnosis, treatment and prognosis. This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.</p>	<p>5. You have the responsibility to keep this information confidential.</p>
<p>6. You have the right to obtain copies of certain releasable portions of your health record.</p>	<p>6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.</p>
<p>7. You have the right to be examined in privacy.</p>	<p>7. You have the responsibility to comply with security procedures should security be required during your examination.</p>
<p>8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.</p>	<p>8. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.</p>
<p>9. You have the right to report complaints of pain to your health care provider, have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.</p>	<p>9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.</p>
<p>10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.</p>	<p>10. You have the responsibility to be honest with your health care provider (s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.</p>
<p>11. You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.</p>	<p>11. You have the responsibility to eat healthy and not abuse or waste food or drink.</p>
<p>12. You have right to request a routine physical examination, as defined by Bureau of Prisons' policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year and within one year of your release).</p>	<p>12. You have the responsibility to notify medical staff that you wish to have an examination.</p>
<p>13. You have the right to dental care as defined in Bureau of Prisons' policy to include preventive services, emergency care and routine care.</p>	<p>13. You have the responsibility to maintain your oral hygiene and health.</p>
<p>14. You have the right to a safe, clean and healthy environment, including smoke free living areas.</p>	<p>14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.</p>
<p>15. You have the right to refuse medical treatment in accordance with Bureau of Prisons' policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.</p>	<p>15. You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.</p>

SEXUALLY ABUSIVE BEHAVIOR PREVENTION & INTERVENTION

You Have the Right to be Safe from Sexually Abusive Behavior.

While you are incarcerated, **no one has the right to pressure you to engage in sexual acts.**

You do not have to tolerate sexually abusive behavior or pressure to engage in unwanted sexual behavior from another inmate or a staff member. Regardless of your age, size, race, ethnicity, gender or sexual orientation, you have the right to be safe from sexually abusive behavior.

What Can You Do To Prevent Sexually Abusive Behavior?

Here are some things you can do to protect yourself and others against sexually abusive behavior:

- Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
- Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
- Do not accept an offer from another inmate to be your protector.
- Find a staff member with whom you feel comfortable discussing your fears and concerns.
- Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
- Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- Stay in well-lit areas of the institution.
- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities yourself.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

How Do You Report an Incident of Sexually Abusive Behavior?

It is important that you **tell a staff member if you have been sexually assaulted.** It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your Case Manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust.

BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes. There are other means to confidentiality report sexually abusive behavior if you are not comfortable talking with staff.

- **Write directly to the Warden, Regional Director or Director.** You can send the Warden an Inmate Request to Staff Member (Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.

- **File an Administrative Remedy.** You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.

- **Write the Office of the Inspector General (OIG)** which investigates allegations of staff misconduct. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

**Office of the Inspector General
P. O. Box 27606
Washington, D.C. 20530**

Understanding the Investigative Process

Once the sexually abusive behavior is reported, the BOP and/or other appropriate law enforcement agencies will conduct an investigation. The purpose of the investigation is to determine the nature and scope of the abusive behavior. You may be asked to give a statement during the investigation. If criminal charges are brought, you may be asked to testify during the criminal proceedings.

Counseling Programs for Victims of Sexually Abusive Behavior

Most people need help to recover from the emotional effects of sexually abusive behavior. If you are the victim of sexually abusive behavior, whether recent or in the past, you may seek counseling and/or advice from a psychologist or chaplain. Crisis counseling, coping skills, suicide prevention, mental health counseling, and spiritual counseling are all available to you.

Management Program for Inmate Assailants

Anyone who sexually abuses/assaults others while in the custody of the BOP will be disciplined and prosecuted to the fullest extent of the law. If you are an inmate assailant, you will be referred to Correctional Services for monitoring. You will be referred to Psychology Services for an assessment of risk and treatment and management needs. Treatment compliance or refusal will be documented and decisions regarding your conditions of confinement and release may be effected. If you feel that you need help to keep from engaging in sexually abusive behaviors, psychological services are available.

Policy Definitions

Prohibited Acts: Inmates who engage in inappropriate sexual behavior can be charged with the following Prohibited Acts under the Inmate Disciplinary Policy:

Code 114/ (A): Sexual Assault By Force

Code 205/ (A): Engaging in a Sex Act

Code 206/ (A): Making a Sexual Proposal

Code 221/ (A): Being in an Unauthorized Area with a Member of the Opposite Sex

Code 229/ (A): Sexual Assault Without Force

Code 300/ (A): Indecent Exposure

Code 404/ (A): Using Abusive or Obscene Language

Staff Misconduct: The Standards of Employee Conduct prohibit employees from engaging in, or allowing another person to engage in sexual, indecent, profane or abusive language or gestures, and inappropriate visual surveillance of inmates. Influencing, promising or threatening an inmate's safety, custody, privacy, housing, privileges, work detail or program status in exchange for sexual favors is also prohibited.

What is sexually abusive behavior? According to federal law (Prison Rape Elimination Act of 2003) sexually abusive behavior is defined as:

a. **Rape:** the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person **FORCIBLY** or against that person's will; The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person not forcibly or against the person's will, where the victim is **incapable of giving consent** because of his/her youth or his/her temporary or permanent mental or physical incapacity; or The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the **exploitation of the fear or threat** of physical violence or bodily injury.

Carnal Knowledge: contact between the penis and vulva or the penis and the anus, including penetration of any sort, however slight.

Oral Sodomy: contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus.

b. **Sexual Assault with an Object:** the use of any hand, finger, object, or other instrument to penetrate, however slightly, the genital or anal opening of the body of another person (**NOTE:** This does NOT apply to custodial or medical personnel engaged in evidence gathering or legitimate medical treatment, nor to health care provider's performing body cavity searches in order to maintain security and safety within the prison).

c. **Sexual Fondling:** the touching of the private body parts of another person (including the genitalia, anus, groin, breast, inner thigh, or buttocks) for the purpose of sexual gratification.

What Can You Do if You Are Afraid or Feel Threatened?

If you are afraid or feel you are being threatened or pressured to engage in sexual behaviors, you should discuss your concerns with staff. Because this can be a difficult topic to discuss, some staff, like psychologists, are specially trained to help you deal with problems in this area.

If you feel immediately threatened, approach any staff member and ask for assistance. It is part of his/her job to ensure your safety. If it is a staff member that is threatening you, report your concerns immediately to another staff member that you trust, or follow the procedures for making a confidential report.

What Can You Do if You Are Sexually Assaulted?

If you become a victim of a sexually abusive behavior, **you should report it immediately to staff** who will offer you protection from the assailant. You do not have to name the inmate(s) or staff assailant(s) in order to receive assistance, but specific information may make it easier for staff to know how best to respond. You will continue to receive protection from the assailant, whether or not you have identified him or her (or agree to testify against him/her).

After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. Even though you may want to clean up after the assault **it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom.** Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported. **Regardless of whether your assailant is an inmate or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.**

d. **Sexual Misconduct** (staff only): the use of indecent sexual language, gestures, or sexually oriented visual surveillance for the purpose of sexual gratification.

An incident is considered **Inmate-on-Inmate Abuse/Assault** when any sexually abusive behavior occurs between two or more inmates. An incident is considered **Staff-on-Inmate Abuse/Assault** when any sexually abusive behavior is initiated by a staff member toward one or more inmates. It is also considered

Staff-on-Inmate Abuse/Assault if a staff member willingly engages in sexual acts or contacts that are initiated by an inmate.

NOTE: Sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts, and may be illegal. Sexual acts or contacts between an inmate and a staff member, even when no objections are raised by either party, are always forbidden and illegal. Inmates who have been sexual assaulted by another inmate or staff member will not be prosecuted or disciplined for reporting the assault. However, inmates will be penalized for knowingly filing any false report.

CONTACT OFFICES:

U.S. Department of Justice

Office of the Inspector General
950 Pennsylvania Avenue, NW Suite 4322
Washington, D.C. 20530-0001

Central Office

Federal Bureau of Prisons
320 First Street, NW
Washington, D.C. 20534

Mid-Atlantic Regional Office

302 Sentinel Drive, Suite 200
Annapolis Junction, Maryland 20701

North Central Regional Office

Gateway Complex Tower II, 8th Floor
400 State Avenue
Kansas City, KS 66101-2492

Northeast Regional Office

U.S. Customs House, 7th Floor
2nd and Chestnut Streets
Philadelphia, Pennsylvania 19106

South Central Regional Office

4211 Cedar Springs Road, Suite 300
Dallas, Texas 72519

Southeast Regional Office

3800 North Camp Creek Parkway, SW
Building 2000
Atlanta, GA 30331-5099

Western Regional Office

7338 Shoreline Drive
Stockton, CA 95219

UNICOR (INDUSTRY)

Approximately 200 inmates and 21 staff employees manufacture office furniture for sale to United States Government agencies. UNICOR employment offers inmates opportunity to support themselves financially while incarcerated and acquire job skills.

The primary objective is to provide inmates with maximum opportunities to obtain realistic work experience and develop work skills, which will enable them to compete in the job market upon release. Inmates utilize industrial-type equipment such as saws, machines, boring machines, and computer programmed CNC machines.

In addition to Ashland's furniture factory products, there are three support sections: Quality Assurance, Business Office, and Warehouse. There are a number of job titles and opportunities, which provide a wide range of practical job skills that include: accounting, clerical positions, and quality control.

EDUCATION DEPARTMENT

Education programs are designed to assist you to improve in the basic skills necessary for you to return to society. These skills include academic, vocational, and recreational programs.

Any information concerning these programs that is not covered in this booklet may be obtained from the education representative assigned to your Unit Team.

An inmate confined after May 1, 1991 in a federal institution who does not have a verified high school diploma or GED is required to attend an Adult Literacy Program for a minimum of 240 hours or until a GED is achieved, whichever occurs first. GED classes are available in English as well as Spanish. WSL, English-as-a-Second Language, is recommended for nonnative English speakers.

In addition to the Literacy requirements, inmates may also be subject to the mandate of the Violent Crime Control Act or the Prison Litigation Reform Act. Satisfactory progress must be made toward the GED credential under the mandate of VCCLEA and PLRA. Failure to comply with the mandate may affect the awarding of Good Conduct Time (GCT). D.C. code offenders in Bureau custody who committed their offenses before August 5, 2000 and completed designated Education Programs successfully while in Bureau custody on or after August 5, 1997 are eligible to receive Educational Good Time Sentence credit.

You may enroll in the apprenticeship program. To enroll in this program, you must be a high school graduate or enrolled in the GED Program. You must also have at least one year remaining on your sentence. Your Detail Supervisor may recommend you for the apprenticeship program after you have been on the job with him for 90 days.

Normally, only one or two inmates in the following programs will be selected as apprentices:

Electrician

Baker

Cook

Combination Welder

The following are the current Vocational Training Programs (VT) that we offer:

Auto Body

Welding

LAW & RESOURCE LIBRARY

If you wish to use legal materials and books, they are available in the Law Library. The Law Library is open during school hours and during the evenings from:

4:30 p.m.-8:00 p.m. Monday thru Thursday

7:00 a.m.-3:30 p.m. Saturday

A wide variety of paperbacks, magazines, and resource books are available in the Resource Library. You will be able to obtain additional reading materials through the "inter-library loan" with the Boyd County Public Library.

RECREATION

Schedules of athletic and competitive activities are widely posted and are included in the monthly activities calendar.

Clothing regulations are posted for the different recreational activities. Check with the Recreation Supervisor for further information about the recreation programs.

ADMINISTRATIVE REMEDY PROCEDURE

The Administrative Remedy Procedure is a formal method for inmates to seek solutions to their problems or complaints after efforts to informally resolve the problems have failed.

Before you seek a formal review of your complaint, you must try to resolve the complaint informally, either through your counselor, or any other staff member who is able to help you resolve the problem.

If you are unable to informally resolve the complaint, you may obtain the form BP-DIR-9 from your Unit Counselor to begin the formal procedure. There are some specific lengths of time to file complaints, and also a specified time for you to receive a written response to your complaint from the Warden of the institution.

If you are not satisfied with the answer you receive, you may appeal the answer to the Director of the Region in which you are confined via the form BP-DIR-10. If you are not satisfied with his answer, you may further appeal to the Office of General Counsel via the form BP-DIR-11. Forms for filing your appeals are available from your Unit Counselor.

Throughout each step of the Administrative Remedy Procedure, there are specific time requirements, both for the filing of the complaints and subsequent appeals, and also for the response back to you.

The purpose of the Administrative Remedy Procedure is to resolve your complaints at the lowest possible level, as quickly and fairly as possible. It is our goal to make the system work for everyone's benefit.

Specific details are available in the Federal Prison System's Program Statement, "**ADMINISTRATIVE REMEDY PROCEDURES FOR INMATES**", which is available to you in the Law Library or your Unit.

FREEDOM OF INFORMATION/PRIVACY ACTS

The Freedom of Information Act states that certain records will be available to the public. This means that you can read your Central File, except for certain exempted material. You may request to review exempted material by writing directly to the Director, Federal Bureau of Prisons.

The Privacy Act states that with certain exceptions, information will not be available to the public about you or your case. The word "public" includes parents, wives, and legal representatives. If the institution or you want to make information available, you will be asked to sign a release to allow the information to be given to someone else.

INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS

1. You have the right to expect that you will be treated in a respectful, impartial, and fair manner by all staff.

2. You have the right to be informed of the rules, procedures, and schedules concerning the operations of the institution.

3. You have the right to freedom of religious affiliation and voluntary worship.

4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.

5. You have the opportunity to visit and correspond with family members and friends, and correspond with members of news media in keeping with Bureau rules and institution guidelines.

2. You have the responsibility to know and abide by them.

3. You have the responsibility to recognize and respect the rights of others in this regard.

4. It is your responsibility not to waste food, to follow the laundry and shower schedule, to maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.

5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual acts and introduction of contraband, and not to violate the law or Bureau guidelines through your correspondence.

RESPONSIBILITIES

1. You are responsible for treating inmates and staff in the same manner.

RIGHTS (CONT'D)

6. You have the right to unrestricted and confidential access to the courts correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and cases, and conditions of your imprisonment).

7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence

8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.

9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.

10. You have the right to participate in educational, vocational training, counseling, and employment programs as resources permit, and keeping with your interest, needs, and abilities.

11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for bank and/or savings accounts, and for assisting your family, in accordance with Bureau rules.

RESPONSIBILITIES (CONT'D)

6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.

7. It is your responsibility to use the service of an Attorney honestly and fairly.

8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.

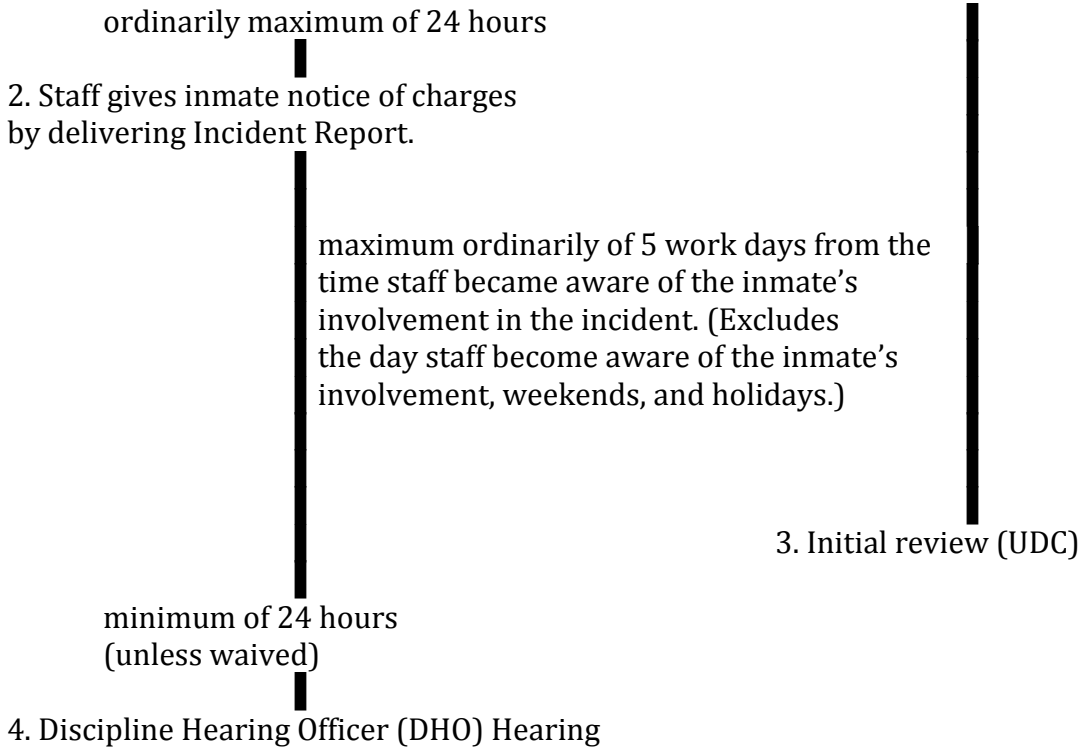
9. It is your responsibility to seek and use such materials for your personal benefit, without depriving others of their equal rights to the use of this material.

10. You have the responsibility to take advantage of activities which will aid you to live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the participation in such activities.

11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, DHO and court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

SUMMARY OF INMATE DISCIPLINE

1. Staff becomes aware of inmate's involvement in incident or once the report is released for administrative processing following a referral for criminal prosecution.



NOTE: Time limits are subject to exceptions as provided in the rules.

Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while undertaking informal resolution. If informal resolution is unsuccessful, staff may reinitiate disciplinary proceedings. The requirements then begin running at the same point at which they were suspended.

PROHIBITED ACTS & DISCIPLINARY SEVERITY SCALE

GREATEST CATEGORY

The U.D.C. shall refer all greatest severity prohibited acts to the D.H.O. with recommendations as to an appropriate disposition.

CODE PROHIBITED ACTS

- 100 Killing
- 101 Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).
- 102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
- 103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, *e.g.*, in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 239).
- 104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
- 105 Rioting.
- 106 Encouraging others to riot.
- 107 Taking hostage(s).
- 108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; *e.g.*, hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
- 109 (Not to be used).
- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.
- 111 Introduction or making of narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 114 Sexual assault of any person, involving non-consensual touching by force or threat of force.
- 115 Destroying and/or disposing of any item during a search or attempt to search.
- 196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
- 197 Used of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.
- 198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not

accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.

- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good conduct time sanction may not be suspended).
- B.1. Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 12 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (*e.g.*, visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate’s personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

HIGH SEVERITY LEVEL PROHIBITED ACTS

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201 Fighting with another person.
- 202 (Not to be used).
- 203 Threatening another with bodily harm or any other offense.

- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security devices, mechanism, or procedure.
- 209 Adulteration of any food or drink.
- 210 (Not to be used).
- 211 Possessing any officer's or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 214 (Not to be used).
- 215 (Not to be used).
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (*e.g.*, fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing, (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 222 (Not to be used).
- 223 (Not to be used).
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226 Possession of stolen property.

- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (*e.g.*, DNA, HIV, tuberculosis).
- 228 Tattooing or self-mutilation.
- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.
- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (*e.g.*, use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
- 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.
- 299 Conduct which disrupts or interferes with the security of orderly running of the Institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1. Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 6 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (*e.g.*, visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.

- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

MODERATE SEVERITY LEVE PROHIBITED ACTS

- 300 Indecent exposure.
- 301 (Not to be used).
- 302 Misuse of authorized medication.
- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304 Loaning of property or anything of value for profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
- 306 Refusing to work or to accept a program assignment.
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, *e.g.*, failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
- 308 Violating a condition of a furlough.
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any program statement.
- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence towards a staff member.
- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, *e.g.*, counterfeiting release papers to effect escape, Code 102).
- 315 Participating in an unauthorized area without staff authorization.
- 316 Being in an unauthorized area without staff authorization.
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).

- 318 Using any equipment or machinery without staff authorization.
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failing to stand count.
- 321 Interfering with the taking of count.
- 322 (Not to be used).
- 323 (Not to be used).
- 324 Gambling.
- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized contacts with the public.
- 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
- 331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).
- 332 Smoking where prohibited.
- 333 Fraudulent or deceptive completion of a skills test (*e.g.*, cheating on a GED, or other educational or vocational skills test).
- 334 Conducting a business; conducting or directing an investment transaction without staff authorization.
- 335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
- 336 Circulating a petition.
- 396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
- 397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.

- 398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.
- 399 Conduct which disrupts or interferes with the security or orderly running of the Institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
 - B.1. Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 3 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (*e.g.*, visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate’s personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

LOW SEVERITY LEVEL PROHIBITED ACTS

- 400 (Not to be used).
- 401 (Not to be used).
- 402 Malingering, feigning illness.
- 403 (Not to be used).

- 404 Using abusive or obscene language.
- 405 (Not to be used).
- 406 (Not to be used).
- 407 Conduct with a visitor in violation of Bureau regulations.
- 408 (Not to be used).
- 409 Unauthorized physical contact (*e.g.*, kissing, embracing).
- 498 Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as “most like” one of the listed Low severity prohibited acts.
- 499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as “most like” one of the listed Low severity prohibited acts.

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

- B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months.
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (*e.g.*, visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate’s personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

VISITING RULES & REGULATIONS

VISITING TIMES

Social visits at the Federal Correctional Institution are permitted from 8:00 a.m. until 3:15 p.m., Thursday through Monday, including all federal holidays, with no visiting on Tuesday and Wednesday.

FREQUENCY OF VISITS AND NUMBER OF VISITORS

Normally, the total number of visitors (including children) will not exceed six, with no more than four adults permitted. A point system will be utilized at the FCI, with each inmate receiving ten points per month. A weekday visit will count as one point and weekend/ holiday visits will count as three points. For example, an inmate receiving seven weekday visits and one weekend/holiday visit will have used all of his points for the month. The Front Lobby Officer will utilize the automated visiting program to document visits, log visiting times and track points. A hard copy of each inmate's visiting list will be placed in the inmate's central file, a copy given to the inmate and a copy to the Front Entrance Officer. The hard copy of the visiting list maintained by the Front Entrance Officer must be kept up to date. It will be utilized to process visitors in the event the computer visiting program is in operable.

REGULAR VISITS

Correctional Systems Management Staff will initially load inmate names and register numbers into the Visiting Program and delete them upon inmate releases. Unit Staff will be responsible for compiling a regular visiting list within five days after receipt of the inmate in the unit. The list of approved visitors will be keyed into the Visiting Program, with the following information regarding each visitor: name, date of birth, marital status, current address, and relationship to the inmate. It will be the responsibility of each inmate to keep his Unit Team advised of any address changes. Inmates will be allowed to add or remove visitors from their visiting list one time each month within a reasonable amount. The inmate's Correctional Counselor will perform this function.

SPECIAL VISITS

Attorney Visits

Attorney visits will be scheduled through the respective Unit Manager in compliance with Program Statement 1315.07, Inmate Legal Activities. Unit Team will responsible for the supervision of these visits. All attorneys will be required to complete an Attorney-Client Visit Form prior to the visit.

Special Visits

Special visits may be approved on a one-time basis. The authority to approve a special visit is delegated to the Unit Manager, the acting Unit Manager, or the Institution Duty Officer. Generally, special visiting privileges must be requested at least three days in advance of the proposed visit. Unit Team staff will be responsible for the supervision of these visits. Each approved special visitor will complete a Visitor Information (BP-629), which will be reviewed by staff prior to allowing entry into the Visiting Room. If questions arise during review of the responses to the questionnaire, the Shift Lieutenant will be contacted to make a determination to allow/disallow entry.

Holdovers

Inmates in holdover status will be permitted to visit with immediate family only. Visits for holdover inmates will be held on regular visiting days and visiting forms will be kept on file with the regular visiting forms for tracking. There are no administrative expenses incidental to arranging and supervising visits of holdovers. Any deviation from this process must be approved by the Warden, through the Chief of Correctional Services. Unit Team staff will be responsible for the supervision of these visits.

Procedures for Disapproving Proposed Visitors

Staff shall give consideration to the nature, extent, and recentness of proposed visitor's criminal conviction in determining visiting privileges. If the Unit Team determines there is security or management concerns, a justification memorandum must be submitted to the Warden for approval or disapproval.

Inmate's Appeal Right

The inmate has the right to appeal through the Administrative Remedy Process.

Non U.S. Citizen Identification Requirements

All foreign nationals or non U.S. citizens must have a valid passport or valid state driver' license which have a photo, for visiting identification purposes.

VISITS OF INMATES NOT IN REGULAR POPULATION STATUS

Inmates who are admitted to a local hospital in serious condition may have visitors, once approved by the Captain, following consultation with the Health Services Administrator, the Associate Warden of Programs, the Unit Manager, and the Warden. A list of approved visitors will be provided to the escort staff assigned to the local hospital. These visits must comply with the local hospital visiting regulations.

Inmates in Admission/Orientation who do not have a visiting list will be permitted to visit with immediate family only.

Visits for inmates in the Special Housing Unit will be cleared through the Shift Lieutenant to ascertain if there are any known reasons the visit should not be held in the regular visiting area. Special Housing Unit inmates will visit on Monday only, regardless of custody level.

Ordinarily, an inmate retains visiting privileges while in detention or segregation. Visiting may be restricted or disallowed when an inmate in this status is charged with, or been found guilty of a prohibited act relating to visiting guidelines, or may reasonably be considered a threat to the orderliness or security of the visiting room.

Loss of an inmate's visiting privileges for any other reason may not occur unless the inmate is provided a DHO hearing and results in a finding that there is a lack of other appropriate sanctions or that imposition of an appropriate sanction has been ineffective.

The UDC may not impose a loss of visiting privileges for inmates in detention or segregation. This does not interrupt visiting sanctions imposed prior to inmate's placement in detention or segregation.

PREPARATION OF THE LIST OF VISITORS:

The Unit Staff will compile an approved visiting list for each inmate. The visiting list is limited to immediate family, other relatives, and ten additional friends and associates. Children under the age of 16 must be accompanied by a responsible adult and must remain with adult throughout the visit. All visitors under the age of 18 must have the Visitor Information Form (BP-629) signed by the legal guardian or parent authorizing visits. All approved visitors, regardless of age, must be placed on the inmate's visiting list. In order to make additions to this list, an equal number of visitors must be removed from the existing list.

The inmate must have known the proposed visitor(s) prior to incarceration. The Warden's approval must be obtained for any exception. The Unit Team must submit a request to the Warden requesting any exception.

In the event the computer visiting program is inoperable, the Front Lobby Officer will refer to the hard copy visiting lists that are secured in the front lobby station. The Unit Team will be responsible for maintaining up-to-date files for accuracy.

NOTIFICATION TO VISITORS

It is the responsibility of each inmate at the Federal Correctional Institution, Ashland, Kentucky to notify their visitors of the contents of this policy. This policy will also be placed at the Front Entrance in order for visitors to review its contents before they enter the Visiting Room, if necessary.

OTHER APPLICABLE REGULATIONS

Inmate Dress

All FCI inmates must wear the issued khaki pants and shirt. Clothing must be in a clean and neat condition. Thermal underwear may not be worn in the visiting room. The Black institution issued shoes or white Rockports are the only authorized shoes to be worn in the visiting area.

Visits will not be permitted for those who are not properly groomed in accordance with policy.

Visitor Entrance Procedures

All inmate visitors will be required to read and sign a Title 18, USC, Introduction of Contraband form. These forms are to be completed in their entirety before admission to the institution will be permitted. Inmate visitors will sign in the "Inmate Visitor Log" and write their name, the name and register number of the inmate, and the time entering and exiting the institution. Visitors will not be permitted to enter the institution until 8:00 a.m. on visiting days. In the event a visitor refuses to allow inspection of articles in their possession, that visitor will not be permitted to enter the visiting area. It is permissible for the visitor to give the inmate any type of item from the vending machines located in the visiting area.

Inmates may greet and bid farewell to their visitors within the designated visiting area only.

Authorized Items for Visitors

Visitors may have no more than \$20.00 in coins and/or ones or five dollar bills only. A currency changer is located in the Visiting Room, which accepts one and five dollar bills.

Visitors may possess one small clear plastic purse (not to exceed 6"x8" unless otherwise authorized by the Operations Lieutenant) in which to carry authorized items.

A clear diaper bag may be carried for sufficient quantities of diapers, baby bottles and unopened baby food or formula.

Authorized emergency medications are permissible, which will be delivered to the Visiting Room Officer. All other medications will be placed in a locker at the Front Entrance. All required medications will be used in the presence of the Visiting Room Officer.

Items Unauthorized for Visitor Retention During Visits

Handbags, packages, parcels, suitcases, wallets, key rings, key chains, etc., will not be permitted in the Visiting Room.

Currency larger than a five-dollar bill is not allowed to be taken into the Visiting Room.

No food items of any kind, except that which is necessary for the care of an infant.

No tobacco products of any kind.

No strollers, car seats, or infant carriers.

Inmate Authorized Items

Inmates are permitted to take only the following items into the Visiting Room: Prescription glasses, wedding band, regulation comb, handkerchief, religious medal or unit-approved legal material. Essential medication may be permitted when authorized by the Health Services Department. When authorized, a notation to this effect should be made on the inmate's visiting card.

GUIDELINES FOR CLERGY AND MINISTER OF RECORD

Guidelines for processing visitation requests for special visitors classified as clergy and minister of record are established:

Minister of Record - An inmate requesting to receive visits from his minister of record must submit a written request to the Chaplain. Upon approval, unit staff will add the name and title (minister of record) to the inmate's visitor list. An inmate may only have one minister of record on his visiting list at a time. The addition of the minister of record will not count against the total number of authorized regular visitors an inmate is allowed to have on his visiting list and **will not count against the total number of social visits allowed.**

Clergy - Visits from clergy (other than the minister of record) will be in accordance with the general visiting procedures and will count against the total number of regular visits allowed. Ordinarily, clergy visits will be accommodated, unless requested by the inmate. However, the Chaplain may approve a visitation request initiated by the clergy if the inmate wishes to visit with the clergy. The Warden may establish a limit to the number of minister of record and clergy visits an inmate receives each month.

GENERAL INSTRUCTIONS

When the inmate arrives for his visit, he will be pat searched by the Visiting Room Officer before being permitted to enter the visiting area.

No money will be accepted for deposit to an inmate's account, nor will money be transmitted to inmate visitors during the visiting period. All money must be sent through the mail. Inmates are **not allowed** to accept money from their visitor. Inmates may accept items bought from the vending machine, by their visitor, to be consumed during their visit. Items purchased in the visiting area will not be taken into the institution following the visit.

Handshaking, embracing and kissing between inmates and their visitors is permitted within the bounds of good taste at the beginning and at the end of the visit only. During the visit, inmate and visitor contact will be limited to hand-holding in plain view. No other contact will be allowed.

All visitors will be required to complete and sign the BP-S224, Notification to Visitor form, prior to admission into the visiting area.

All inmates having a visit will assume reasonable responsibility for the proper conduct of himself and his visitor during the visit, to include children. Only visitors and inmates with minor children, who are in the playroom are permitted in the playroom. Minor children must have an adult present with them at all times. No food or drinks in the playroom. All toys in the playroom are to be used for their intended purposes; no throwing, banging, or destroying toys.

No moving of visiting room furniture in any capacity, without approval of the Visiting Room Officer. Visitors must remain upright and seated in one chair. No reclining, lying across multiple chairs, or using chairs as foot rests.

The use of cameras or recording equipment without prior written authorization from the Warden is prohibited.

The institution does not have facilities available for extra visitors or persons accompanying visitors to wait within the institution. No one is permitted to wait in the parking lot or remain on institution grounds after a visit has been denied or terminated.

Documents or papers will not be examined or signed in the visiting area without the approval and/or presence of a member of the inmate's Unit Team. After staff inspection for contraband, legal documents may be exchanged incidental to attorney visits.

A walk-through metal detector and transfrisker are located at the Front Entrance of the FCI. All visitors will successfully pass through the metal detector before being permitted entrance into the visiting area. In the event the visitor sets off the detector alarm, the transfrisker will be used. If the visitor cannot pass this test, the Front Entrance Officer will immediately notify the Shift Lieutenant. Visitors refusing to proceed through the metal detector will not be permitted to enter the visiting area. All visitors will be subject to a security search each time they enter the visiting area.

An Electronic Narcotics Detection Device (ION Spectrometer) is located at the Front Entrance of the FCI. All visitors are subject to being tested with this device based on the established testing pattern for the date of the visit. Visitors who fail to clear the ION Spectrometer will not be permitted to enter the facility. Visitors may refuse to be tested with the ION Spectrometer. Refusal will however, result in the visitor being denied access to the institution.

Once a visitor enters the visiting area, any exit results in termination of the visit.

INMATES RETURNING FROM VISITS

All FCI inmates who have been visiting will be strip searched in the shakedown room adjacent to the visiting area. A transfrisker will also be used.

TERMINATION OF VISITS

Visiting may be curtailed or terminated due to emergencies, violation of visiting regulations, or when the visiting area becomes overcrowded. Should it be necessary to terminate a visit because of overcrowding, the Visiting Room Officer is to notify the Shift Lieutenant. Recommendations for termination shall be made to the Lieutenant based on fair and equitable consideration of the following factors: those who have traveled the farthest distance; those who have visited most frequently; and those who have visited for the longest period of time. If feasible, the Visiting Room Officer may also ask for volunteers prior to selective termination of visits. In the event of a problem with terminating a visit, the Institution Duty Officer will be contacted. Order of termination:

- 1) Ask for volunteers.
- 2) Those who have visited most frequently.
- 3) Those who have visited the longest period of time.
- 4) Those who have traveled the farthest distance.

APPROVED DRESS CODE

Visitor Apparel Not Permitted

Sleeveless garments of any kind (such as vests, tank tops, or halter tops)

V-Neck Shirts (low-cut or backless)

See-through garments of any kind (fishnet)

Skin-tight clothing of any kind (including lycra or spandex)

Wraparound skirts

No shorts allowed (shorts are allowed for children only) (Capris are authorized below the knee length, if deemed appropriate by our inspecting official)

Jogging/Sweat suits of any kind to include hooded sweatshirts

White t-shirts or t-shirts with logos of any kind

Hats or caps (except for infants)

Belly shirts (abdomen exposed)

Camisoles or swimwear worn as outer wear

Hospital scrubs or medical uniforms

Camouflage/Military clothing with the exception of Class A Military Dress Uniforms – These are permitted for active duty Military personnel

Khaki clothing (tan or similar to the type and color inmates wear)

Articles of clothing displaying any wording or pictures deemed vulgar or offensive

Any type of club, gang, or other organization symbols

Cameras in the visiting room or on institution property

Un-tucked shirts

Hip hugger or spandex pants/jeans; sagging pants/jeans (pants cannot be ripped or torn)

Skirts and dresses must be at least knee length. Skirt and dresses with slits, the slit will not extend higher than two inches above the knee. Strapless blouses and/or dresses are not permitted.

Open toe shoes of any description.

Items Not Permitted

Handbags

Sunglasses

Reading material/photos

Camera/cell phones/pagers

Food of any kind, including gum and candy (except for infants)

Pocket knives/nail clippers

Strollers/carriages

Lighters/matches/tobacco products

Drugs of any kind (Prescription medicine should be taken before entering the visiting room)

Make-up, charm bracelets, lockets

Permitted Items

Clear plastic bag (to store baby diapers)

Clear baby bottles

Items needed for health reasons will be allowed at the discretion of the Operations Lieutenant

Food and beverages purchased in the visiting room must be consumed prior to departure

Visiting is an important family function and a privilege. It is imperative the visiting regulations be adhered to and the behavior of both the inmates as well as the visitors reflect family and professional values while meeting the security concerns of the Bureau of Prisons.

REQUIRED IDENTIFICATION OF VISITORS

Staff shall verify the identity of each visitor (through driver's license, photo identification, etc.) prior to admission of the visitor into the institution.

Photo identification must be a valid state or government issued photo identification.

Visitors under the age of 16 who are accompanied by a parent or legal guardian and are exempt from this provision.

TRANSPORTATION INFORMATION FOR VISITORS

To facilitate transportation for visitors to the institution, there are the following taxi companies:

Yellow Cab Company

1945 Greenup Avenue
Ashland, KY 41101
Phone: **(606) 324-3286**

Flatwoods Veteran Cab Co.

350 Bellefonte Road
Russell, KY 41139
Phone: **(606) 836-3613**

These taxi companies are considered very reasonable in this area and can accommodate all visitors from any public transit terminal. These companies will also assist in transportation to the institution and because of this institution's location; this is the only transportation to the front door.

HOTEL/MOTEL ACCOMODATIONS

There are several hotels and motels within a close area to the institution.

Dean Inn

539 W. Summitt Road
Ashland, KY 41102
Phone: (606) 929-9005
(directly across from the institution)

Knights Inn

7216 U.S. Route 60
Ashland, KY 41101
Phone: (606) 928-9501
(approximately 1.5 miles from the institution)

Budget Inn Express

3466 13th Street
Ashland, KY 41102
Phone: (606) 325-8461
(approximately 4 miles from the institution)

Fairfield Inn

10945 U.S. Route 60
Ashland, KY 41102
Phone: (606) 928-1222
(approximately 4 miles from the institution)

Hampton Inn

1321 Cannonsburg Road
Ashland, KY 41102
Phone: (606) 928-2888
(approximately 5 miles from the institution)

Ashland Plaza Hotel

One Ashland Plaza
Ashland, KY 41101
Phone: (606) 329-0055
(approximately 6 miles from the institution)

Days Inn

1200 State Route 180
Ashland, KY 41102
Phone: (606) 928-3600
(approximately 7 miles from the institution)

AIRPORTS

The Huntington Tri-State Airport is the only airport that is located in a close distance to the Federal Correctional Institution, Ashland, Kentucky. This airport, located approximately 10 miles from the institution, is located in Huntington, West Virginia. Most major airlines access this airport.

Huntington Tri-State Airport

1449 Airport Road
Huntington, West Virginia
Phone: (304) 453-6165

For information regarding flights and schedules, contact the Huntington Tri-State Airport.

SPECIAL MAIL FROM ATTORNEYS

TO THE INMATE: It is suggested you provide this instruction sheet for special mail privileges to your attorney(s) who is representing you, at the earliest opportunity, when you write to or visit with your attorney.

TO THE ATTORNEY: The Bureau of Prisons Program Statement on Correspondence provides the opportunity for an attorney who is representing an inmate to request that attorney-client correspondence be opened in the presence of the inmate. For this to occur, Bureau Policy requires that you adequately identify yourself as an attorney on the envelope be marked "Special Mail open only in presence of the inmate" or with similar language clearly indicating that your correspondence qualifies as special mail and that you are requesting that his correspondence be opened only in the presence of the inmate. Provide the correspondence has this marking, Bureau staff will open the mail only in the inmate's presence for inspection for physical contraband and the qualifications of any enclosure as special mail. The correspondence will not be read or copied if these procedures are followed. If your

correspondence does not contain the required identification that you are an attorney, a statement that your correspondence be opened only in the presence of the inmate, staff may treat the mail as general correspondence and may open, inspect, and read the mail.

***DIRECTIONS TO
FEDERAL CORRECTIONAL INSTITUTION, ASHLAND, KENTUCKY***

FROM OHIO:

After crossing the bridge into Ashland, you will be on 12th Street. Follow 12th Street for six blocks until it merges with 13th Street which is U.S. 60 West.

Continue West on U.S. 60, (13th Street) until you leave the city.

Approximately three miles out of town, you will see the Kentucky State Police Barracks on the right and at the intersections of U.S. 60 and KY 716. Other landmarks include a Speedway Gas Station and a McDonald's Restaurant.

Turn right on KY 716 and go about $\frac{3}{4}$ mile to a four-way stop. Do not go straight at the stop, take the right-handed turn. You will see the institution. Make the first immediate left into the institution parking lot.

FROM WEST VIRGINIA:

Follow I-64 West to Exit 185 (Cannonsburg, KY 180). Turn right at the end of the exit and proceed approximately 5.5 miles (seven traffic lights from the interstate).

At the seventh traffic light, turn left at the intersection of U.S. 60 and Summitt Road. Landmarks at that intersection include the Fannin Lincoln-Mercury-Toyota-Scion-Hyundai Car Dealership, Knight's Inn, and the Boyd Co. Middle School.

Turn left on Summitt Road and go about $\frac{3}{4}$ mile to a four-way stop. Go straight at the four-way stop and you will see the institution. Make the first immediate left into the institution parking lot.

FROM KENTUCKY:

Follow I-64 West to Exit 185 (Cannonsburg, KY 180). Turn right at the end of the exit and proceed approximately 5.5 miles (seven traffic lights from the interstate).

At the seventh traffic light, turn left at the intersection of U.S. 60 and Summitt Road. Landmarks at that intersection include the Fannin Lincoln-Mercury-Toyota-Scion-Hyundai Car Dealership, Knight's Inn, and the Boyd Co. Middle School.

Turn left on Summitt Road and go about $\frac{3}{4}$ mile to a four-way stop. Go straight at the four-way stop and you will see the institution. Make the first immediate left into the institution parking lot.

If you encounter problems, call the institution for directions: (606) 928-6414.

INMATE MAILING ADDRESS

Federal Correctional Institution
P.O. Box 6001

Ashland, KY 41105
Phone: (606) 928-6414

PROCESS TO RECEIVE FUNDS FROM FAMILY, FRIENDS, ETC...

NATIONAL LOCKBOX

The Federal Bureau of Prisons has centralized the process of all incoming inmate funds. All funds being sent to inmates at FCI Ashland, Kentucky must be sent to the National Lockbox location at the following address:

Federal Bureau of Prisons
(insert INMATE NAME)
(insert INMATE REGISTER NUMBER)
P.O. Box 474701
Des Moines, Iowa 50947-001

The Institution mail room at FCI Ashland, Kentucky will no longer accept funds received from outside the institution. Any funds received at the institution will be returned to sender with the specific instructions on how to send the funds to the National Lockbox mailing address (above) and adhere to the following instructions:

DO NOT enclose personal checks, letters, pictures, or any other items in the envelope. Enclose only allowable negotiable instrument. The National Lockbox cannot and will not forward any items enclosed with the negotiable instrument to the inmate. Items, personal in nature, must be mailed directly to the Bureau of Prisons' institution where the inmate is housed.

Use the inmate's committed name (no nicknames) and register number printed on all money orders; U.S. Treasury, state and local government checks; any foreign negotiable instruments payable in U.S. currency; and envelopes.

Sender's name and return address must appear in the upper left hand corner of the envelope to ensure that their funds can be returned to them in the event that they cannot be posted to the inmate's account.

All funds will be processed within 24 hours, so inmate families and friends may need to allow for additional mail time to Des Moines, Iowa. Funds received on Friday will be posted Saturday. Inmate will be able to check their commissary account at the Automated Inquiry Machine (AIM) to verify receipt of funds and by utilizing the Inmate Telephone System (ITS).

WESTERN UNION

Inmate Name
Inmate Register Number
City Code = **FBOP**
State Code = **DC**

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